



# Business Manager - Health

## Job Description

Department: Health  
Position: Career Service  
Grade: 509  
Supervisory: No  
Reports to: Deputy Director - Health

### Summary

Under general guidance and direction of the Executive Director – Health and the Deputy Director - Health, performs detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to record keeping, operations, and accounting functions for the department.

Distinguishing characteristics of the job include the incumbent's scope of responsibility and range of authority. The Health Department is a very large department with over two hundred fifty (250) employees and nearly ten (10) divisions. The incumbent authorizes final payment on most purchase orders, has significant involvement in financial transactions, and coordinates recruitment and hiring for the department. Assists Health Department Deputy Director and Financial Manager with accurate and timely submission of monthly expenditure reports.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform communication and other related actions as a liaison with the Auditor's Office; interact in the coordination of the department budget and overall financial transactions; request new expenditure account numbers; track fixed assets at department locations.
2. Assist Deputy Director and Financial Manager to plan, implement, and evaluate financial and budgetary procedures and other ongoing needs.
3. Prepare and maintain department accounting records regarding purchase orders, budget adjustments, and accounts receivable and payable.
4. Identify financial discrepancies and issues; propose solutions.
5. Prepare detailed and complex spreadsheets and reports, including the Monthly Expenditure Report for grant financial tracking.
6. Oversee accounts receivable transactions; enter accounts receivable information; prepare billing statements; receive monthly and quarterly fund and deposit funds into proper accounts.
7. Oversee purchase orders for all divisions of the Health Department; review, correct, and approve final payment authorization according to budgetary constraints and department and

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Job Title: Business Manager - Health  
FLSA: Non-Exempt  
Effective Date: 12/28/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager

- County policies; follow proper financial documentation requirements; process and track to completion; request transfer of funds, when necessary.
8. Process a high volume of travel for the department; conduct research; book travel; reconcile expenses.
  9. Perform communication and other related actions as a liaison with the Office of Human Resource Management; coordinate high volume of recruitment, selection, and hiring; coordinate hire and termination dates and personnel actions for promotion, career ladder, and reassignment; coordinate department background checks.
  10. Track due dates of performance appraisals; ensure completion and submission to the Office of Human Resource Management.
  11. Function as a timekeeper for the department; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management; monitor cell phone allowances and communicate changes, as needed.
  12. Ensure department record of positions corresponds with the County official staffing plan; track grant funding status and positions added, deleted, or modified; research and resolve discrepancies.
  13. Create and maintain files for department personnel; ensure inclusion and accuracy of pertinent forms and documents.
  14. Oversee work orders for department building maintenance; initiate requests and monitor processes to ensure timely completion of work, as requested.
  15. Train department personnel in County computer applications relevant to the department.
  16. Monitor Administrative Division performance objectives; report progress, as needed.
  17. Review and improve department clerical and administrative work processes; provide backup support for other administrative functions.
  18. Manage appointment calendar for office administrators.
  19. Make recommendations to department head regarding confidential personnel issues and the hiring, promoting, or releasing of clerical employees according to County rules and regulations.
  20. Attend quarterly business manager meetings.

#### **Knowledge, Skills, and Abilities**

- Considerable knowledge of County Rules and Regulations
- Considerable knowledge of County policies and procedures
- Considerable knowledge of structure, functions, policies, and procedures of the Health Department
- Working knowledge of budget development and administration
- Working knowledge of general and fund accounting
- Knowledge of supervisory principles and practices
- Knowledge of general functions of county government
- Skilled in reading, writing, and basic accounting

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- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment, including an adding machine by touch
- Skilled in using software applications, including Microsoft Office and Access database applications
- Skilled in creating documents and spreadsheets
- Skilled in creating and maintaining record keeping and filing systems
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to coordinate multiple technical tasks efficiently and manage stress associated with deadlines and frequent interruptions
- Ability to lead and train others
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead for some and as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an office or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to stress associated with regular deadlines as well as last minute, urgent projects. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a table and is regularly required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

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**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree in Business Management or a finance-related field.
2. Five (5) years of complex clerical or administrative support work experience, including two (2) years directly related to the duties describe above.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

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